The COIN Testing and Training Region

Background: The Compensation Board is in the process of developing a replacement system for SNIP. The Constitutional Officers' Information Network (COIN) will replace SNIP starting with the Budget Request for fiscal year 2006. The Budget Request sub-system will be implemented on January 1, 2005. The Personnel and Reimbursement sub-systems will be implemented on July 1, 2005.

Purpose: A test and training region has been established to allow you to become familiar with COIN. In addition to being used as a training aid, you will be assisting us with the testing process.

Logon Procedures: To access the COIN testing and training region the following steps should be followed.

- Access the Virginia Information Technologies Agency (VITA) Mainframe
  - *VITA can be accessed from the Restricted Access button on our website.*
    - You may choose the Attachmate or the ResQPortal option.
    - You will need your RSA SecurID device (keyfob) to access VITA.
  - *Customers accessing VITA via the Supreme Court of Virginia (SCV) should use the following instructions to access VITA per SCV.*
    - Access the DIT FIREWALL icon on your PC's desktop.
    - This will establish a connection with the VITA firewall. You will be prompted for a username. Enter your username as assigned to you by the SCV and depress the enter key. If you do not know your SCV DIT Firewall username, please contact David Robinson (SCV) 804.786.5229. RSA security devices (keyfobs) can be used in place of a SCV issued DIT firewall username. If you would like a keyfob, please contact Melanie Morrison (SCB) Melanie.Morrison@scb.virginia.gov 804.786.0786 x204.
      - For testing purposes only, the username of 'scbte07' can be used.
    - You will be prompted for a password. Enter the password and depress the enter key. Keyfob users will be prompted for passcode instead of password. Keyfob users should enter their PIN followed by the numbers on the keyfob and then depress the enter key. If you experience problems please the Security Officer responsible for your logon.
      - For testing purposes only, the password of 'scbte07' can be used.

- When the correct username/password or username/passcode (is entered, the user will receive the 'Virginia Information Technologies Agency Commonwealth Network' screen.
  - *Customers accessing VITA via locality networks should follow their specific instructions to navigate to the 'Virginia Information Technologies Agency Commonwealth Network' screen.*
- Key in '*cidc*' at the Enter Prompt on the Virginia Information Technologies Agency Commonwealth Network screen and depress the enter key.
- Enter your ***COIN logon*** in the field labeled 'Logonid'.
- Depress the ***tab key***.
- Enter your ***COIN password*** in the field labeled 'Password' and ***depress the Enter key.***
  - *If you have received a new COIN logon, you will need to change your password the first time you sign-on. Instructions for changing your password are listed below under 'Changing Your Password'.
- Enter '***main***' in the uppermost left-hand corner of the screen (the cursor should be pre-placed at this location) and ***depress the Enter key.***
- You are now at the COIN Main Menu.
- Option *2* will take you to the Budget Request sub-system.

Changing Your Password: Every 30 days your password will expire and you will need to create a new one. Additionally, when your password is 'reset 'by the Compensation Board you will also need to create a new password.

- Enter ***your new password*** in the field labeled 'New Password' and ***depress the Tab key***.
- Re-enter your ***new password*** in the field labeled 'Enter Twice' and depress the ***Enter key***.
- You should receive a password change confirmation message.

Passwords: Passwords should be between 6 and 8 characters and must contain at least 1 numeric value. Passwords cannot be re-used for 6 months. If you should encounter problems with your password please contact Melanie Morrison (Melanie.Morrison@scb.virginia.gov) 804.786.0786 x204, Anne Wilmoth (anne.wilmoth@scb.virginia.gov) x222 or Cindy Waddell (cindy.waddell@scb.virginia.gov) x200.

COIN User-Types: COIN supports multiple user-types. Currently we are providing logons only to Constitutional Officers and those individuals that are responsible for submitting the annual Budget Request. Information regarding additional user-types will be available in February 2005.

Additional Logons: If you would like additional logons for COIN, please contact Melanie Morrison or Anne Wilmoth.

COIN Information: COIN has been loaded with information from the SNIP production region. However, this data is not necessarily current and is subject to change. The information contained in this region will be periodically updated with more current SNIP data. Additionally, Compensation Board staff members will also be using this information for testing and training purposes.

General Testing: Not all Budget Request programs are ready to be used for testing or training purposes. Please check the 'System Status' notes under the Training Materials drop-down on the COIN web-page for those programs that are not currently available for testing. The System Status will be updated daily.

System Availability: The COIN testing and training region is available 7 days a week, from 7 AM until 10 PM.

Problem Reporting: We are committed to providing you with a system that is both easy to use and meets your needs. In order to accomplish this, we need your help. COIN is still in the development phase and it is therefore possible you may encounter a problem. If you should encounter a problem, please contact either Dan Munson (dan.munson@scb.virginia.gov) 804.786.0786 x210 or Anne Wilmoth (anne.wilmoth@scb.virginia.gov) x222 so we can address the matter and resolve any issues quickly.